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| Beginning Conference  All entries in NCEES are recorded by the Assistant Principal in section: Self-Assessment/Goal Summary | Mid-year Conference  Evaluator add the actual set of evaluation forms-top “New Evaluation” | End of Year Review/Conference  All completed by Evaluator in the top section. |
| **Self-Assessment Rubric:** competed by the Assistant Principal and shared with Principal during the initial conference. Authentication not required. Conversation about all the standards and elements should be held | Revisit Self-Assessment-located at the bottom section of NCEES. Previously completed by Assistant Principal. | **Evaluation Rubric**: completed by the Principal during the final evaluation conference. Authentication required by both Principal and Assistant Principal |
| **Goal Summary Form**: previously called the Professional Growth Plan. Completed by the Assistant Principal (after the self assessment is completed) with consultation and guidance from the Principal during the initial conference. Authentication from both Principal and Assistant Principal and MUST include a goal for Standard 4. | **Progress Towards Achieving Goals**: Completed by the Principal during the mid-year review. Authentication required by both Principal and Assistant Principal. Goal revised or comments are document about progress. | **Summary Evaluation Rating Form**: completed by the Principal during the final evaluation conference. Authentication required by both Principal and Assistant Principal. Principal must authenticate that the Goal Summary Process was followed before the evaluation will allow the principal and assistant principal to authenticate. |
| \*Principal and Assistant Principal agree on what artifacts will be generated and used for evidence. |  |  |
| Figure 1: Location of NCEES components for first conference | Figure 2: Location of the Progress Towards Achieving Goals form | Figure 2: Final documents completed in NCEES. |

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| Figure 1: Note: All data entry is done by the Assistant Principal during the initial conference and only forms at the bottom of the screen are use. The evaluator does not need to input any data. Only authentication is required by both on the Summary Goal Form. |  |
| Figure 2: Evaluator will add this set of forms by clicking “New Evaluation.” During the mid-year conference ONLY the **Progress Towards Achieving** Goals is used. |  |
| Figure 3: Evaluator completes the items circled in RED during the final Evaluation conference. |  |